



Job Description

Position Title	Program Specialist: Career Coaching and Readiness
Department	Office of Career Services
Reporting To	Head of Career Services
Date	December 2025
Type of Position	Regular

POSITION DESCRIPTION

The Program Specialist- Career Coaching and Readiness is responsible for designing and delivering career readiness and advising interventions that prepare Habib University students to transition successfully from university to professional life. The role focuses on equipping students with future-ready skills, industry awareness, and career decision-making support. This incumbent works closely with industry partners, faculty, and internal stakeholders to ensure students graduate with the skills, exposure, and professional confidence required for success.

DUTIES AND RESPONSIBILITIES

Career Coaching & Student Development

- Design and deliver structured career coaching interventions that support students in exploring career paths, making informed decisions and building professional confidence.
- Guide students in identifying strengths, interests and transferable skills relevant to evolving industry needs.

Career Readiness Programming

- Develop and coordinate career readiness initiatives focused on future-ready skills, professional competencies, and workplace preparedness.
- Facilitate workshops, training sessions, and employer-facing simulations that reflect real-world hiring and work environments.

Monitoring, Evaluation & Continuous Improvement

- Track participation, outcomes and feedback across career coaching and readiness initiatives.
- Use data and insights to refine programs, resources and student support strategies.

Building External/Internal Network

- Connect with internal and external to engage them in the career development process of students

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">• Master's Degree in Business Administration or Social Sciences• Training or certification in career development, coaching, facilitation, or talent development is an advantage
Required Experience	<ul style="list-style-type: none">• 3-5 years of professional work experience in a leading organization in the country

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REQUIRED JOB COMPETENCIES (Technical and Soft Skills)		
<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1	Written & Oral Communication skills needed to express ideas and arguments, perusing for ideas and convincing people (in English and Urdu). Presentation skills are essential	High
2	Technology skills for using MS Office specially excel, data bases, social media tools etc.	High
3	Planning skills – converting an idea into a comprehensive implementable plan with realistic strategies and actions	High
4	Designing and delivering a training module	Moderate

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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